

**CONFIDENTIAL**

# Memorandum

**TO :** Special Assistant for Information  
Control, DD/M&S

**THRU :** Senior Records Officer, DD/M&S

**FROM :** Chief, Records Control Staff, OC

**SUBJECT:** OC-RCS Records Control Schedule 50-73/09

OCR-M-73-071  
DATE: 6 August 1973

1. Attached for your approval is the revised Records Control Schedule, dated 6 August 1973, for the Records Control Staff, OC.
2. The disposition instructions have been reviewed and reduced to the lowest retention times feasible. Also material requiring permanent retention will be recalled prior to the 30th year for review of classification.
3. The Records Control Schedule has been prepared to reflect the new name of the Office of Communications Records Control Staff which will become official in the next few days.

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Att: RCS 50-73/09,  
6 August 1973

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